

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO. **C-507**
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RECORDS RETENTION AND DISPOSAL SCHEDULE

BALTIMORE COUNTY CIRCUIT COURT

SUPPORT & CUSTODY DIVISION

Item No.	Description	Retention
1	<p><u>CLOSED SUPPORT FILES</u></p> <p>Support files of the Support & Custody Division of the Circuit Court for Baltimore County include all or some of the following papers:</p> <p>Face sheet</p> <p>Court Order or Agreement or other</p> <p>Payment record</p> <p>Progress sheets</p> <p>Correspondence</p>	<p>Retain for ten (10) years and then destroy.</p>
2	<p><u>CLOSED CUSTODY FILES</u></p> <p>Case files include all or some of the following papers:</p> <p>Copy of investigation report</p> <p>Copies of reports and attachments from responding agencies and individuals</p>	<p>Retain for ten (10) years and then destroy.</p>
	<p>APPROVAL FOR BALTIMORE COUNTY:</p> <p><i>Frank R. Thornton</i> 8-28-79</p> <p>RECORDS MANAGEMENT OFFICER</p>	

Schedule approved by Department, Agency or Division Representative

[Signature] Administrative Judge
Circuit Court for Baltimore
Signature Title County Date 8/8/79

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

Date

Archivist

Date

Secretary